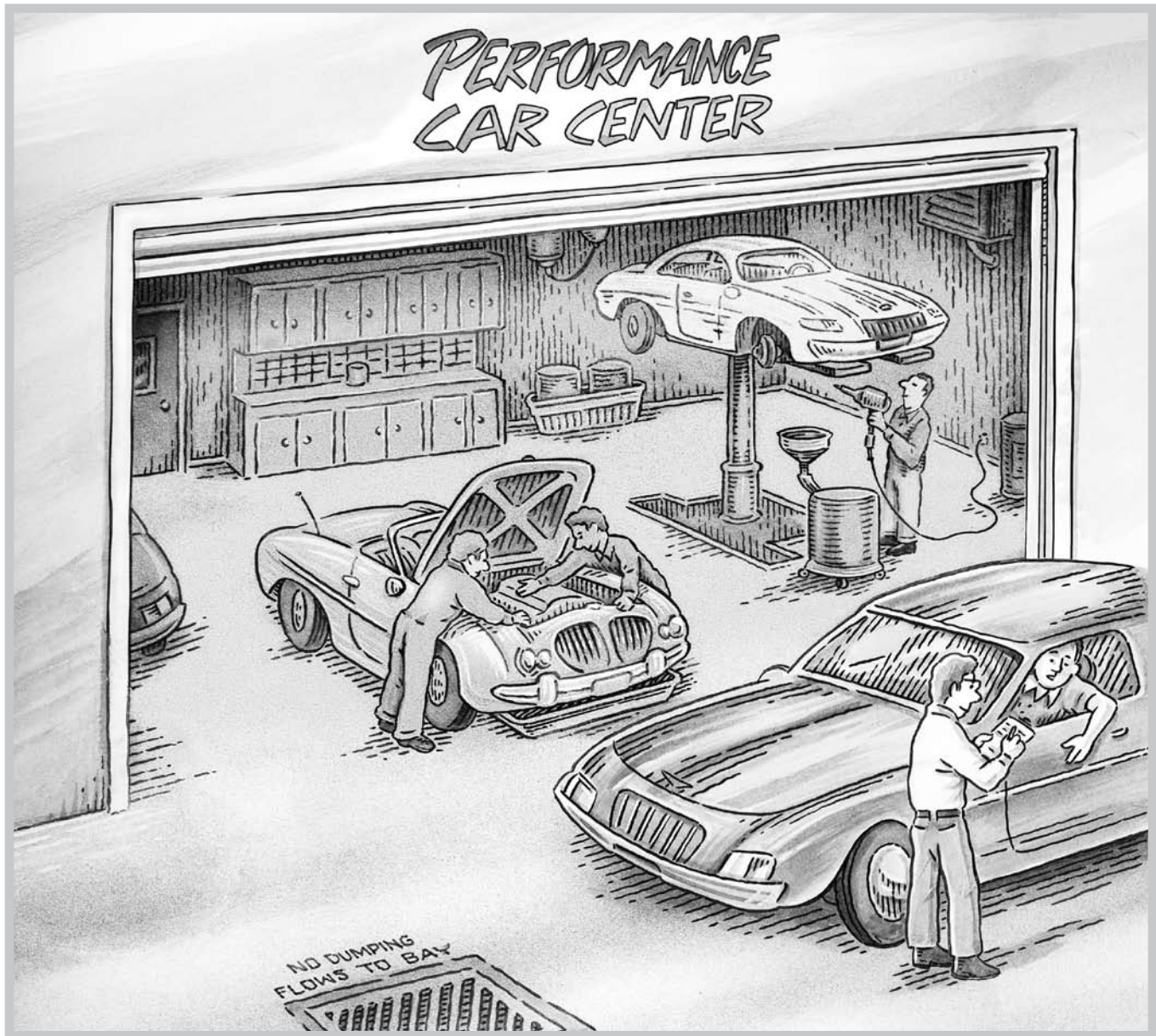


Vehicle Service Facilities

BEST MANAGEMENT PRACTICES



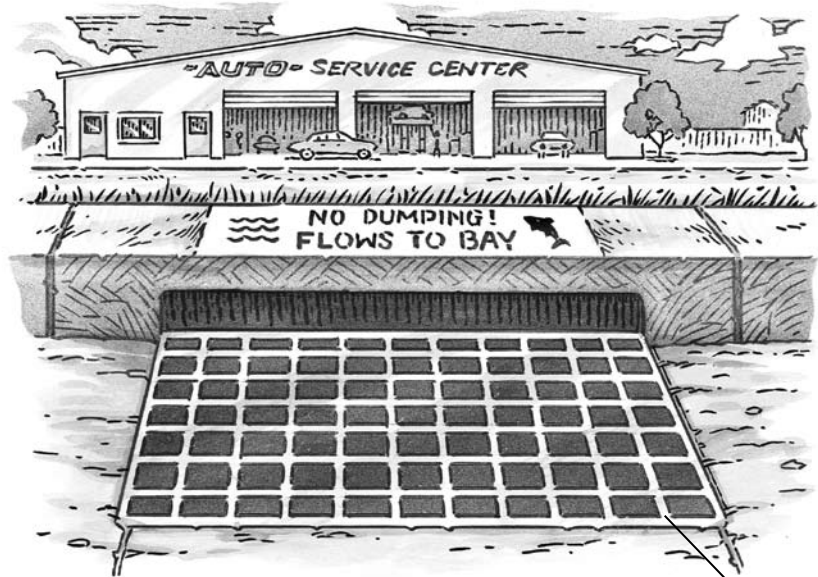
These guidelines cover the following topics:

General Pollution Prevention Practices and Good Housekeeping
Outdoor Storage • Waste Disposal and Recycling • Vehicle Washing,
Engine and Parts Cleaning, and Radiator Flushing • Mercury and Copper
Additional Information and Local Agency Contacts

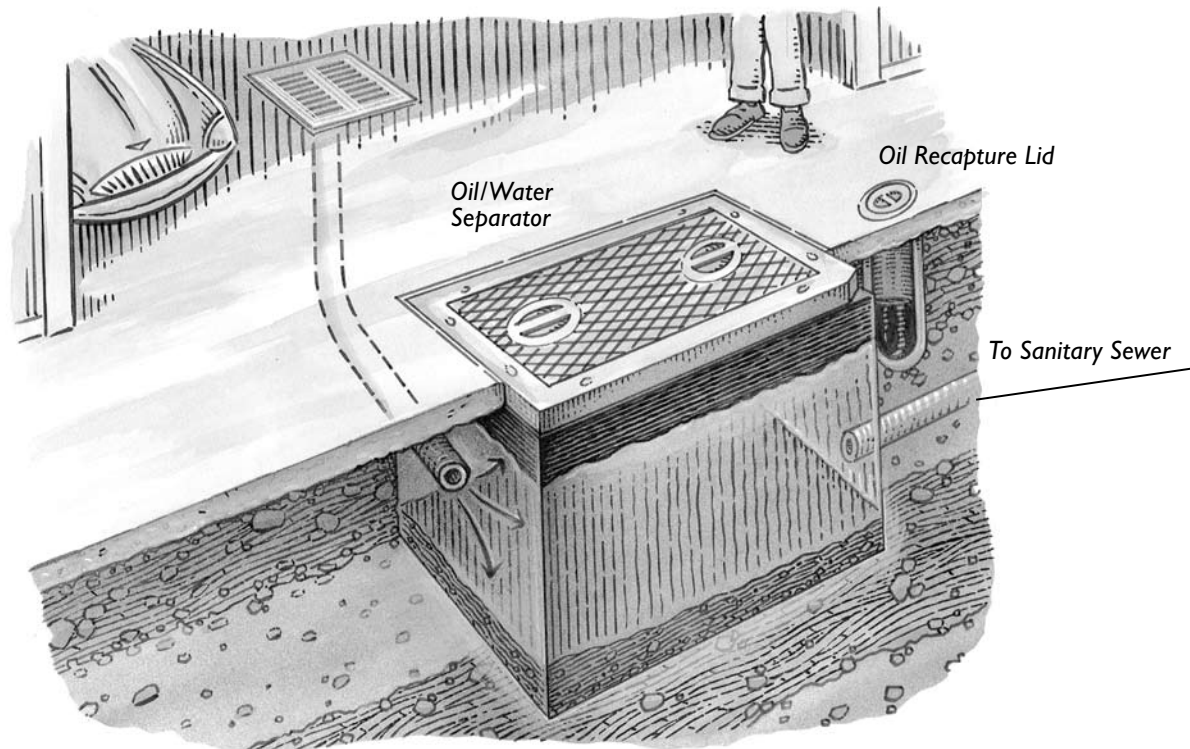
YOU CAN HELP PREVENT WATER POLLUTION!

The following best management practices (BMPs) will help you comply with rules to protect stormwater and the environment. Stormwater can easily cause pollution because it typically flows directly to creeks and the bay without any treatment. You may have to pay for clean up costs and fines, have permits revoked, or even go to jail for stormwater pollution, such as spilled vehicle fluids and/or other wastes or washwaters.

Storm drains are different from sanitary sewers. Sanitary sewers convey sewage and other wastes to a wastewater treatment plant. If your shop has floor drains, contact your local sanitary sewer treatment authority for discharge requirements.



Storm drain inlets are the first line of defense for clean water.



GENERAL POLLUTION PREVENTION PRACTICES

The good housekeeping practices listed to the right are critical to protecting our water quality.

Label/stencil each drain inlet to remind workers and customers that no dumping is allowed.

Keep surfaces clean. Do not allow fluids to accumulate or run across surfaces.

Clean up spills immediately with rags, absorbents, or wet/dry vacuum. Never allow vehicle fluids to flow into a storm or sanitary sewer drain inlet.

Routinely inspect and clean:

- Storm drain inlets (grates and sumps)
- Fueling areas
- Parking areas
- Work areas
- Waste storage areas and
- Treatment devices for proper functioning.

Perform the following work indoors or under cover:

- Any activities that might generate small particles or dust, like metal filings, brake dust, paint chips, etc. from sanding, painting, or brake removal.
- Activities that might spill liquids, such as oil changing, radiator work, parts cleaning, etc. **Use drip pans, secondary containment, and absorbents to control spills.**

Inspect vehicles for drips and place drip pans under leaking vehicles. **Drain fluids** from leaking or wrecked vehicles immediately.

Three Important Things to Remember:

1. Protect your storm drain inlets from pollution of any kind. Remember, **only rain down the storm drain.**
2. Protect your sanitary sewer from all vehicle fluids.
3. Always dry clean spills. Never wash spills down the storm drain.



OUTDOOR STORAGE

- Store parts and equipment **inside or in enclosed** areas. **Raise and cover** all outdoor storage, especially new or used vehicle parts, metals, or potential pollutants.
- Cover or enclose waste bins and exposed materials with tarps or PVC enclosures when indoor storage or more permanent containers and coverings are impractical.
- Use **secondary containment** in a roofed, enclosed area when storing fluids outside.
- Store all items **as far as possible from storm drain inlets**.

If You Store Vehicle Fluids Outdoors:

1. Protect from rain.
2. Elevate containers to protect from runoff.
3. Place primary containers inside double containment.
4. Do not place near storm drain inlets



Education and Training

Train new employees upon hiring to use these BMPs and have annual refresher trainings.

Post signs to remind employees how vehicle fluids and wastes must be stored and disposed.



WASTE DISPOSAL AND RECYCLING

- Vehicle fluids must be **properly managed** and cannot be disposed in the garbage, sanitary sewer, or storm drain.

- **Recycle** motor oil, filters, antifreeze, paints, solvents, batteries (car and personal), parts, fluorescent lights, and lubricants.

- Use separate, appropriate, clean, sealed, fully enclosed or roofed, and secondarily **contained storage** for used motor oil, antifreeze and other liquids, wastes or recyclables. Label containers as required by hazardous waste regulations.
- Use a licensed company to haul and recycle or dispose of wastes.



Waste Disposal and Recycling:

1. Don't dispose to storm drain. Recycle, whenever possible.
2. Divide wastes by type and store separately in sealed containers.
3. Keep dumpster lids closed.
4. Replace leaking dumpsters.



Consult your local hazardous waste regulator about hazardous materials disposal and handling.
See back page for contact information.

VEHICLE WASHING

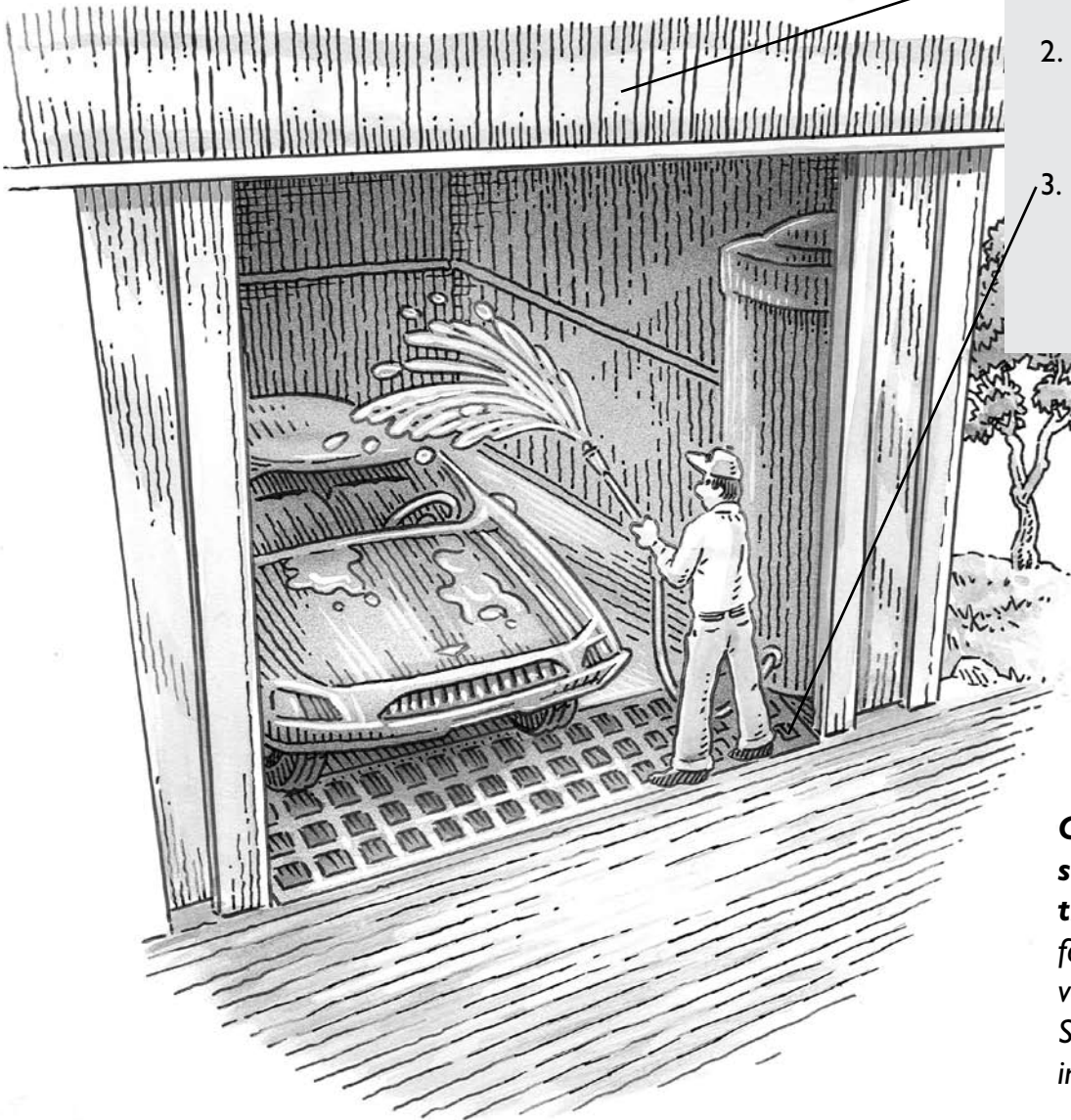
- **Direct all washwater to the sanitary sewer.** Wash vehicles on a wash pad that is roofed, bermed, and connected to a washwater treatment system and the sanitary sewer. Contact your local sanitary sewer treatment authority for approval. (See back page.)

- Connection to the sanitary sewer may also require a plumbing permit from your local jurisdiction. Contact your City.
- All car washing systems shall be maintained and cleaned out on a regular schedule. Collected solids shall be disposed using a licensed waste hauler.

- Wash vehicles at a **commercial car wash or use waterless cleaning methods**, if the conditions described above cannot be met.

Vehicle Washing:

1. Wash vehicles under a roof.
2. Contain washwater within a bermed wash pad.
3. Connect wash pad to treatment device plumbed to sanitary sewer.



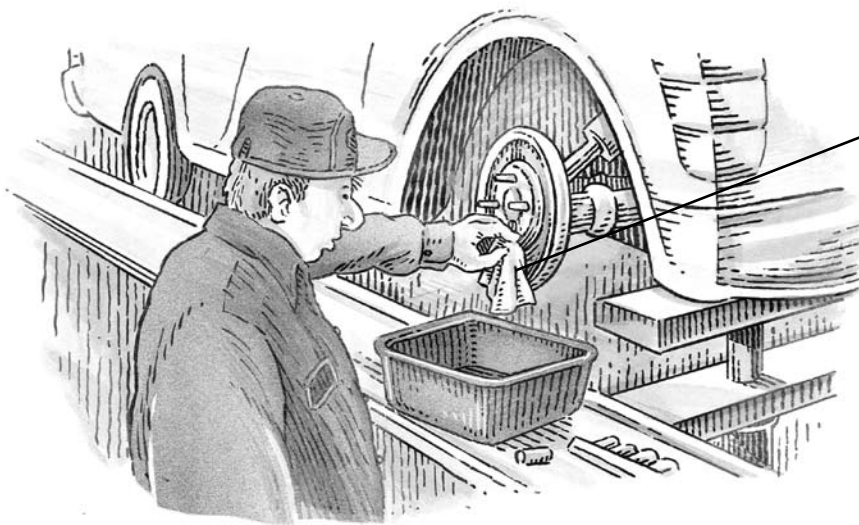
Consult your local sanitary sewer treatment authority for approval regarding your vehicle washing system. See back page for contact information.

ENGINE AND PARTS CLEANING, AND RADIATOR FLUSHING

- **Only rain down the storm drain.** Never discharge any fluids, including aqueous cleaning solutions, solvents, water used in flushing and testing radiators, or wastewater from steam cleaning or cleaning engine/ parts, to a storm drain, creek, pavement, gutter, street, or ground.

- Wash or rinse parts **indoors in designated properly contained areas.** Reuse and recycle rinse/washwaters. Consult your hazardous waste hauler for handling and disposal.
- **Clean brake dust off with damp towels or vacuum with HEPA filtration.**

Otherwise, use recirculating aqueous or solvent based parts washing units (parts cleaners). Avoid using aerosol cans to clean brakes and other parts. See www.dtsc.ca.gov/PollutionPrevention/VSR/upload/Brakewash02.pdf for more information.



Engine and Parts Cleaning:

1. Use damp towels or HEPA vacuum on wheels, other parts exposed to brake dust.
2. Use parts cleaners for brakes, not solvent in aerosol cans.

MERCURY AND COPPER

MERCURY

Mercury contaminates fish making them unsafe to eat. The state health agency has issued detailed health advisories that are available at www.oehha.ca.gov/fish/general/sfbaydelta.html

- Properly **dispose** as hazardous waste **or recycle** all mercury-containing products, including **fluorescent** lamps and vehicle **switches**. **In order to prevent contamination of fish, it is no longer legal**

to dispose any of these wastes as trash with your regular garbage.

- Consult the California Department of Toxic Substances Control's website for detailed information on how to properly remove mercury switches from vehicle hoods and trunks and other requirements for controlling mercury wastes: www.dtsc.ca.gov/HazardousWaste/Mercury/index.cfm

COPPER

Copper in the Bay is a serious environmental problem because it may harm marine life.



- **Collect all dust from brakes** and dispose of the dust or brake washwaters as hazardous wastes.
- **Use no-copper or low-copper** containing brake pad replacements, if possible.

LOCAL AGENCY CONTACTS

Local Stormwater Inspectors

City	Phone Number
Atherton.....	(650) 363-4305
Belmont.....	(650) 363-4305
Brisbane.....	(650) 363-4305
Burlingame.....	(650) 342-3727 and (650) 363-4305
Colma.....	(650) 363-4305
Daly City.....	(650) 991-8208
East Palo Alto.....	(650) 363-4305
Foster City.....	(650) 522-7300
Half Moon Bay.....	(650) 363-4305
Hillsborough.....	(650) 363-4305
Menlo Park.....	(650) 363-4305
Millbrae.....	(650) 363-4305
Pacifica.....	(650) 363-4305
Portola Valley.....	(650) 363-4305
Redwood City.....	(650) 363-4305
San Bruno.....	(650) 363-4305
San Carlos.....	(650) 363-4305
San Mateo.....	(650) 522-7300
South San Francisco.....	(650) 829-3848
Unincorporated San Mateo County.....	(650) 363-4305
Woodside.....	(650) 363-4305

Local Hazardous Waste Regulator

Phone Number

(Certified Unified Program Agency – CUPA)

The San Mateo County Environmental Health Division is the CUPA for all areas of San Mateo County (650) 363-4305

Local Sanitary Sewer Treatment Authorities

Phone Number

Burlingame Waste Water Treatment Facility..... (650) 342-3727
(Serves Burlingame, Hillsborough, and Burlingame Hills)

Millbrae Water Pollution Control Plant..... (650) 259-2388

North San Mateo County Sanitation District (650) 991-8200
Wastewater Treatment Plant
(Serves Daly City and parts of Westborough)

Pacifica's Calera Creek Water Recycling Plant (650) 738-4660

San Mateo Waste Water Treatment Plant..... (650) 522-7300
(Serves Foster City and San Mateo)

Sewer Authority Mid Coasts Wastewater (650) 726-0124
Treatment Facility
(Serves Half Moon Bay, Granada, Moss Beach, and Montero)

South Bayside System Authority..... (650) 594-8411 ext.141
(Serves Atherton, Belmont, Menlo Park, Portola Valley, Redwood City, San Carlos, and Woodside)

South San Francisco/San Bruno Water..... (650) 877-8555
Quality Control Plant
(Serves Colma, San Bruno, South San Francisco, and southern part of Daly City)

Palo Alto Regional Water Quality Control Plant..... (650) 329-2598
(Serves East Palo Alto, Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Stanford)

San Francisco's Southeast Treatment Plant..... (415) 648-6882
(Serves Brisbane and east side of San Francisco)

As a vehicle service facility, your business is regulated by several State and Local agencies for environmental compliance. In addition to what is listed, you may need to obtain coverage under the State Water Resources Control Board's Stormwater Industrial General Permit. Call: (916) 341-5538 for more information.



All discharges to sanitary sewer must be approved by your local sanitary sewer treatment authority. See list of contacts to the left. Never discharge into a storm drain.

The Program gratefully acknowledges the Alameda Countywide Clean Water Program for allowing the adaptation of its booklet.